

DD/A Registry
File Security 4-1

9 JUN 1975

Mr. William L. Brown
Executive Director
Interagency Classification Review Committee
National Archives Building
Seventh Street and Pennsylvania Avenue, N.W.
Washington, D.C. 20408

Dear Bill:

The Agency's quarterly reports (first quarter, CY 1975) on classification abuses, classification authority statistics, unauthorized disclosures and the summary report are enclosed. We hope to have the report on mandatory declassification review requests completed within a week.

I regret the delay. The unprecedented flood of FOIA requests and appeals, with their very short deadlines, made it impossible to spare the manpower needed to compile the report on mandatory requests on schedule.



Robert S. Young
Freedom of Information Coordinator

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Enclosures

cc: NARS
Muskie Subcommittee

IRS/CES/1b/31 May 75

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**NATIONAL SECURITY INFORMATION OR MATERIAL
UNAUTHORIZED DISCLOSURES**

DEPARTMENT (or Agency)

Central Intelligence Agency

Definition - An unauthorized disclosure is defined as a communication or physical transfer of classified information or material to an unauthorized person. Reportable unauthorized disclosure cases are those which involve the release and disclosure of classified information, either deliberate or inadvertent, as contrasted to physical security violations such as, for example, an unattended open safe, or the confirmed loss of control of a classified document. It includes, but is not limited to, unauthorized disclosure of classified information in a newspaper, journal or other publication or any other communications media where such information is traceable to a Department because of a direct quotation, or other uniquely identifiable fact. The principal criteria for determining whether an unauthorized disclosure is reportable to the ICRC include both: (1) the release and disclosure are of sufficient importance to warrant formal investigation; and (2) the formal investigation confirms that an important disclosure did occur.

Instructions - Provide the following details concerning each incident:

1. Date the incident occurred, if known.
2. Subject and security classification of the compromised information and whether the information can be declassified.
3. Identify the document and the person or persons furnishing or disclosing the material, information or document (defined as any recorded information in any medium), if known.
4. Identify the publication (public press, technical journals, report, etc.) speech or briefing containing the unauthorized disclosure or the unauthorized recipient of the classified information.

5. Include the Department's (or Agency) evaluation of the impact of the unauthorized disclosure on national security.

6. Indicate whether the unauthorized disclosure has been referred to the Department of Justice for prosecution, providing the names of probable defendants and the probable jurisdiction. In lieu of recommended legal action, indicate other action taken or pending.

7. Where appropriate, state action planned or taken to prevent similar disclosures or recurrences.

8. Attach additional sheets or exhibits as necessary.

9. Submit report on this form no later than twenty-one calendar days after the end of each quarter.

DESCRIPTION OF INCIDENT

Nothing to Report for this Quarter.

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, Title, Signature)

John F. Blake, Chairman
CIA Information Review Committee

PERIOD ENDING (Day, Month, Year)

31 March 1975

NATIONAL SECURITY COUNCIL
INTERAGENCY CLASSIFICATION REVIEW COMMITTEE

323-101
GPO : 1973 O - 501-705

STANDARD FORM 323
FEBRUARY 1973
PRESCRIBED BY E.O. 11652
NSC DIRECTIVE AND ICRC ISSUANCE

CLASSIFICATION ABUSES

Central Intelligence Agency

Definition - A classification abuse is an unnecessary classification, or an over or underclassification of a document; failure to assign the proper downgrading and declassification schedule; or improper application of classification markings.

It specifically applies to placing a document in an exempt declassification category except as provided by Executive Order 11652 and the NSC directive governing the classifica-

tion downgrading, declassification and safeguarding of National Security information. A classification abuse also includes any classification action by an individual not authorized in writing to exercise appropriate classification or exemption authority, or the improper delegation of such. Classification abuses becoming known during the reporting period as the result of an appropriate departmental inspection program shall be reported.

Instructions - Report each classification abuse according to the following minimum requirements:

1. Describe the classification abuse.
2. State corrective measures taken to prevent recurrence.

3. Attach additional sheets or exhibits as necessary.
4. Submit report on this form no later than twenty-one calendar days after the end of each quarter.

DESCRIPTION OF INCIDENT

1. A memorandum containing classified information bore no classification marking but carried the identity of the classifier and a GDS statement. The originator received an oral warning.
2. A memorandum classified Secret bore no employee number to identify the classifier and carried no GDS statement. The originator received an oral reprimand.
3. A memorandum classified Secret bore no employee number to identify the classifier and carried no GDS statement. The originator received an oral reprimand.
4. An unclassified finished intelligence publication carried the GDS exemption statement. The originating component was given an oral warning.
5. A follow-up spot check was made of all intelligence information reports and cables issued on a specific date (see item 8 of the 31 December 1974 Classification Abuses report). Of 160 documents checked, 143 carried the exemption category in the text and also had the proper category circled in the preprinted GDS in the masthead. The remaining 17 documents fell into three categories: one carried no exemption category in the text and did not have a category circled in the preprinted GDS (a classification abuse); ten carried an exemption category in the text but had no indication in the preprinted GDS (possible classification abuses); and six carried no category in the text but had a category circled in the preprinted GDS. The improvement is the direct result of the written reprimand given the reports section requirements officer last quarter; the new instruction on the proper marking of documents issued to him by this staff; and his subsequent instructions to chief reports officers. He was congratulated on the improvement but still issued a written warning for the few abuses that did occur.

CHAIRMAN, DEPARTMENTAL REVIEW COMMITTEE (Name, Title, Signature)

John F. Blake
Chairman, Information Review Committee

PERIOD ENDING (Day, Month, Year)

31 March 1975

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QUARTERLY SUMMARY REPORT TO THE INTERAGENCY CLASSIFICATION REVIEW COMMITTEE						1. PERIOD ENDING (Show day, month, year) 31 March 1975		
2. DEPARTMENT OR AGENCY Central Intelligence Agency						3. REFER QUESTIONS TO (Name and telephone number) Robert S. Young 351-5659		
4. CLASSIFICATION ACTIONS (original, by authorized guide, or from extract or compilation) AND DECLASSIFICATION ASSIGNMENTS (exclude reproduction copies)								
CLASSIFICATION	ADVANCE DECLASSIFICATION SCHEDULE		GENERAL DECLASSIFICATION SCHEDULE		EXEMPT		TOTALS OF ALL DOCUMENTS	
	QUARTER	YEAR TO DATE	QUARTER	YEAR TO DATE	QUARTER	YEAR TO DATE	QUARTER	YEAR TO DATE
TOP SECRET	0	0			3107	3107	3107	3107
SECRET	0	0			2238	2238	2238	2238
CONFIDENTIAL	144	144			176	176	320	320
TOTALS	144	144			5521	5521	5665	5665*
5. DESCRIBE EFFORTS TO INCREASE PUBLIC ACCESS TO DECLASSIFIED DOCUMENTS AND IMPROVE MANAGEMENT OF CLASSIFIED MATERIALS (Attach exhibits or additional pages as necessary) <p style="margin-left: 40px;">*The above totals include only those documents entered into CIA's Data Index (i.e., finished intelligence), plus a limited number of photographic intelligence reports.</p>								
6. SUBMITTED BY (Signature) Robert S. Young			7. TITLE Chief, Information Review Staff			8. DATE 30 May 1975		

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